

JOB DESCRIPTION

JOB CATEGORY: Technical Specialist I/Part Time Student

STATUS: Part Time Student (Non-Exempt)

HOURS WORKED: Hours Per Week as Scheduled by Supervisor

REPORTS TO: Branch Supervisor or Assistant Supervisor

I. ACCOUNTABILITY OBJECTIVE:

To efficiently and effectively assist customers with motor vehicle, hunting and fishing, real estate, and business taxes in a professional and courteous manner.

II. QUALIFICATIONS:

1. High School graduate or acceptable equivalency.
2. Knowledge of office equipment.
3. Establish knowledge of FRVIS and FDLIS system.
4. Establish knowledge of Grant Street system.
5. Basic computer skills
6. Telephone skills and etiquette
7. Basic math skills
8. Ability to handle money and make correct change
9. Establish interpersonal communication skills with general public, co-workers and supervisory staff.
10. Understand the organization, function and services of the office.
11. Possession of a valid Florida driver's license.

III. PRINCIPLE ACCOUNTABILITIES - ESSENTIAL FUNCTIONS:

1. Assist the public by accurately answering questions concerning Florida Laws in a courteous and professional manner, relating to tags, mobile homes, boats, hunting and fishing, and sales tax.
2. Verifies the VIN numbers for customers wishing to register their vehicles for the first time when coming from out of state.
3. Process and issue basic motor vehicle title and registration transactions.
4. Process and issue disabled parking permits.
5. Process and issue beach and boat ramp parking permits.
6. Assists the public concerning procedures for issuing driver's licenses.

7. Process and issue hunting and fishing licenses.
8. Ability to access the Internet for current bulletins and procedures for DMS and Hunting and Fishing and Driver's License.
9. Determines if work is correct and gets all signatures needed.
10. Validate all cash, check and credit card payments on Grant Street.
11. Renew business tax receipts.
12. Telephone skills and telephone etiquette are always to be maintained.
13. Reconcile all payments received and balance till each day.
14. Cashier and verify information for real estate and tangible tax payments.
15. Performs other duties as assigned by supervisor.
16. Scan, index and research thru metafile system.
17. Adheres to all policies, regulations, procedures, rules and professional practices of the Tax Collector's Office.

The above statements reflect the general qualifications, duties and/or responsibilities necessary to identify the job and are not necessarily intended to set forth all of the specific requirements, duties or responsibilities of the job.